



Midwifery Council of New Brunswick

**Conseil de l'Ordre des sages-femmes
du Nouveau-Brunswick**

Policy: Confidentiality

Purpose

To ensure that confidential Council business is conducted in an atmosphere of trust and remains confidential until disclosure is authorized by the Midwifery Council of New Brunswick (MCNB).

Policy

The Council members hold a duty of confidence not to disclose or discuss with another person or entity, or to use for their own purpose, confidential information concerning the business and affairs of MCNB.

Every Council member shall ensure that no statement not authorized by the Council, is made by him or her to the press or public.

Confidential Matters

All matters that are before a committee of the Council are deemed to be confidential until otherwise determined.

Procedure for Maintaining Minutes

1. Minutes of the Council meetings shall be recorded by the Executive Director or designate.
2. All minutes of Council and committee meetings deemed confidential shall be handled in a secure manner.

Amendment

This policy should be reviewed within 5 years of its approval day and may be amended by the Council at the AGM.